



# Population Management Specialist

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 508  
Supervisory: No  
Reports to: Sergeant - Corrections

### Summary

Under general guidance and direction of a Sergeant – Corrections, communicates with inmates about their health, work assignments, questions, requests, grievances, and institutional history and status. Acts as a liaison between inmates and court administrators.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interview inmates to assess behavioral patterns and identify potential risks to inmates and staff.
2. Address inmate concerns; respond to inquiries regarding Security Center policy, work programs, court information, and release dates; communicate with inmates in person or by email kiosk.
3. Coordinate with health services and program staff to meet inmates' needs.
4. Review and inform courts, attorneys, and probation officers of inmate incarceration status.
5. Create incentive programs for qualifying inmates; supervise and track inmate progress.
6. Monitor disciplinary status of inmates; reclassify inmates when appropriate.
7. Ensure that inmates in crisis situations are housed strategically to assist in maintaining the security of the facility.
8. Perform computer-oriented tasks including data entry and report generation.
9. Maintain current and complete documentation of classification reviews, interviews, and other inmate information.
10. Verify accuracy of court information through Security Center records, court exchange, and the courts.
12. Determine inmate release date; calculate appropriate date based on time with good behavior (Goodtime).
13. Provide recommendations for participation in work programs based on inmate behavior.

### Knowledge, Skills, and Abilities

- Knowledge of Security Center policies and procedures
- Knowledge of interviewing techniques and general human behavior
- Skilled in word processing, basic spreadsheets, and computer data entry

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Job Title: Population Management Specialist  
FLSA: Non-Exempt  
Effective Date: 7/21/2020  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

- Skilled in preparing work reports
- Ability to effectively communicate verbally and in writing
- Ability to work effectively with co-workers, court personnel, other legal professionals, and individuals from diverse social, economic, and ethnic backgrounds
- Ability to work independently under well-defined guidelines
- Ability to follow written and verbal instructions
- Ability to plan and organize multiple projects
- Ability to work effectively under pressure
- Ability to analyze behavioral information and implement housing arrangements that will maximize safety and security in the Security Center

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. The employee has direct contact with inmates which presents a risk of bodily injury and exposure to unpleasant, dangerous, and even life-threatening situations. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Work may expose the employee to contagious or infectious diseases. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in education, human relations, sociology, psychology, organizational behavior, or related field.
2. Two (2) years of work experience in correctional, educational, or treatment services.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must be at least twenty-one (21) years old.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

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